



## UNITED STATES DEPARTMENT OF EDUCATION

OFFICE FOR CIVIL RIGHTS

THE ASSISTANT SECRETARY

January 3, 2012  
Superintendent  
(LEA Name)  
(LEA Street Address)  
(LEA City, State Code and Zip)

[www.crdc2011.org](http://www.crdc2011.org)

LEA Login ID: (LEA ID)

LEA Password: (LEA Password)

Dear Superintendent:

Every school district in the nation will be participating in the U.S. Department of Education's upcoming 2011-12 Civil Rights Data Collection (CRDC). The CRDC is a valuable source of information about access to educational opportunities in our Nation's public schools that is used by the Department's Office for Civil Rights (OCR) and other Department offices, as well as policymakers, researchers and many others in the education community. Your district's participation in the 2009-10 CRDC helped to create an important repository of data to ensure equal opportunity for all students and to promote educational excellence. We appreciate the time and effort that was required to provide this information and your continued partnership in collecting relevant, accurate, and accessible data on critical issues in civil rights in education.

There are four phases to the 2011-12 CRDC:

- Designating your district's principal point of contact (due by January 20, 2012)
- The district profile update on the Advance Website (due by March 15, 2012)
- The collection of 2011-12 CRDC data
- The submission of CRDC data at the school- and district-level (August/September-December 2012)

The 2011-12 CRDC is primarily a web-based data collection. Your district may choose instead to submit data in the Flat File Submission format.

Completion of the 2011-12 CRDC by your district is mandatory.

We need your help now to designate a contact person and to update and verify your school district's profile for the 2011-12 CRDC. Your district's contact person's responsibilities begin with completing the LEA profile, including confirming the list of schools and the reporting option your LEA will use. Please login to the CRDC informational website at [www.crdc2011.org](http://www.crdc2011.org) to provide your district's contact person's information, including an email address. Your district's unique login ID and password are provided in the top right-hand corner of this letter. Please login to the Advance Website and provide the name and email of your district's contact person by January 20, 2012.

The same website also serves as a source of valuable information about the 2011-12 CRDC. For an overview of the 2011-12 CRDC, please review the following downloadable CRDC-related materials:

- 2011-12 CRDC table layout and definitions for data elements
- Frequently asked questions
- Changes from the 2009-10 CRDC
- Updates concerning the 2011-12 schedule
- Information about the support services available from the Partner Support Center along with upcoming webinars about the CRDC collection for 2011-12

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[www.ed.gov](http://www.ed.gov)

*The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.*

Once we have your district's contact person and email address, we will provide your district with a special set of Advance Website instructions. These instructions will explain how to update your agency's profile on the Advance Website. The agency profile update is due by March 15, 2012.

The following table outlines important changes to the 2011-12 CRDC:

#### Summary of Major Changes to the 2011-12 CRDC

- The 2011-12 CRDC will collect from a universe of all LEAs and schools and state-operated educational facilities (e.g. schools for the deaf and blind and other facilities for individuals with disabilities and juvenile justice facilities).
- The 2009-10 was a two part collection with all data from the 2009-10 school year. The 2011-12 will be a single collection with all data from the same school year with an expanded time period for submitting the data.
- All of the data collected in 2009-10 will also be collected in 2011-12. There are two important changes:
  - The addition of preschool suspension and expulsion data.
  - Consistent criteria for the inclusions and exclusions in reporting school finance data.
- The 2011-12 CRDC survey form is available on the OCR website:  
(<http://www2.ed.gov/about/offices/list/ocr/data.html>)
- For the 2011-12 CRDC, as with all other ED data collections, LEAs will be required to report using the 7 race/ethnicity categories.

Login to the Advance Website for more detailed information about these changes.

If your LEA is unable to complete the requested LEA profile update due to a lack of Web connectivity, please immediately advise ED by contacting the Partner Support Center. You may also contact the Partner Support Center if you have any questions about the CRDC.

Telephone: 1-855-320-6459

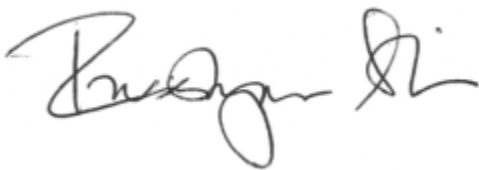
Fax: 1-888-FAX-EDEN (1-888-329-3336)

TTY/TDD: 1-888-403-EDEN (1-888-403-3336)

[EDEN\\_CRDC@ED.GOV](mailto:EDEN_CRDC@ED.GOV)

Thank you for your time and attention to this important effort.

Sincerely,



Russlynn Ali

Assistant Secretary

Office for Civil Rights